

Elected Library Board Law

DIRECTOR'S UPDATE: JANUARY 22, 1993

On January 13, 1993, Miriam, Mary Linda and I attended a Northwest Indiana Library Board Association (NILBA) meeting in Merrillville.

We saw a videotaped panel discussion on the elected library board issue, followed by a heated discussion from the floor. The panel, with one possible exception, all spoke in favor of "not opposing" the proposed law. (Senator Gard has now introduced the bill in the legislature.) Their feeling was that the bill was necessary to avoid legislative action requiring fiscal review of libraries which would give the final authority on levying library taxes to the county council or some other elected body.

The trustee on the panel reflected somewhat the same concern as Joel Robinson, Tippecanoe County Library director, as stated in a letter I have received:

"None of our four legislators have been aware of any threat to appointed library boards' fiscal autonomy. Our mention of it was the first they had ever heard of it, and all are veteran legislators. They were surprised any supposed threat had been conveyed to us and felt we had been misinformed. Two were aware of problems in the Greenfield Public Library district and felt Senate Bill #470 was yet another attempt to deal with a local problem through the state legislature. Senator (Katie) Wolf and Representative Klinker were adamantly opposed to electing library boards and will actively work to defeat the bill. Senator Gery and Representative Scholer felt the legislation is a bad idea and will not support it."

Many NILBA members felt the Legislative Committee was overestimating the threat to library board autonomy and regretted that it had taken a stand without polling the trustee association membership. It was pointed out that trustee dues are a very large portion of ILF revenues (\$732 this year for us).

A vote on the issue was taken of board members in attendance at the NILBA meeting. The group voted, with only one objection, to send a message to the Legislative Committee asking them to oppose the elected library board bill.

The Westchester Public Library Board has sent a letter to ILF indicating their deep dissatisfaction. I have attached a copy of that letter. The Lowell Public Library Board this week voted to oppose the bill and told ILF they will withhold their dues next year if ILF does not become more responsive to the opinions of its constituents.

Joel Robinson's letter concludes:

"Each of these legislators advised us to encourage every library board member in Indiana to write to Senator Gard asking that she withdraw the bill. Given the rank and positions held by these legislators....I intend to follow their advice."

I am enclosing the addresses of those you might want to contact if you would like to take action on this matter.

At our February board meeting, you may want to consider whether to send an official Board letter on the issue.

Walter Roorda
408 15th St., S.E.
De Motte, IN 46310

Katie L. Wolf
Box 766
Monticello 47960

ILF President:
Beverly Martin
626 E. 61st Street
Indianapolis, IN 46220

Senator Beverly Gard
1735 Hickory Lane
Greenfield, IN 46140

DIRECTOR'S REPORT
JANUARY 1993

The Rensselaer staff has been literally swamped this month with new customers. Sharon Schulenberg estimates that about half of those coming in each day are people she has never seen before! The 30% increase in circulation attests to the new building's popularity. During this month we had some turnover and reassignment of staff. We are very pleased with the results, although added staff may still be necessary. Bonnie Powell's continued absence has created a real hardship which we are attempting to minimize by temporarily increasing the hours of some staff.

I received a price of \$6550 to install 3 10' high pole lights identical in style to the parking lot lights and one "wash light" for the building wall to the west of the main entrance. I authorized the contractor to purchase and install these lights for Rensselaer.

This month has afforded me occasional chances to help out at the circulation desk. It is good to be back in touch with the public and the staff again after what feels like a year of isolation. One of the high points of my month was watching a class of profoundly handicapped children enter the library, many in wheel chairs, and see the ease with which they were able to tour the building and participate in a story time with Julie.

At both DeMotte and Rensselaer most interior signage has been installed, most of the remaining construction details have been completed and pictures have been hung. The libraries look good and we are receiving many compliments daily. We continue to have occasional cool mornings in some areas of the libraries. The contractor is working to get this resolved.

Wheatfield has been plagued with maintenance problems-septic tank problems, electrical problems. Hopefully these are solved. Phil Kuhns, a local sign painter, donated his time and equipment to install a new pulley on the flagpole, allowing the flags to fly once again.

Story hours begin in February in Rensselaer, Toddler Times in DeMotte. A sign language class, sponsored by the Jasper County Special Education Cooperative, is presently in session at Wheatfield. Toddler Time and Story Hours will begin there in March. DeMotte story hours will begin in March.

DeMotte had two programs this month: a Brown Bag lunch program on hypothermia, and a Valentine decoration program for 20 school age children, conducted by Cookie and Renee, two DeMotte library assistants. The decorations are to be

placed on the doors of residents at Lake Holiday Nursing Home.

At DeMotte, exterior lights were added for meeting rooms and for the yet-to-be-constructed walkway on the south of the building; interior lighting changes were made also.

The Friends of the Library purchased a water cooler for the staff lounge and is supplying the staff with bottled water to substitute for the well water which has an off-taste.

Considerable discussion has occurred concerning the Indiana Room and its use. Some in the community seem to be under the impression that it will be a community-directed museum. Pam has not yet had time to organize the room. This will be a major undertaking. We plan to have a meeting with all interested parties soon to clear the air.

This month's sale of PLAC cards was as follows: DeMotte - 11; Wheatfield - 1; Rensselaer - 6.

All three libraries are busy getting staff and book collections ready for automation which is now scheduled to begin on March 1. A delay in receipt of some of our necessary supplies was the reason for the delay. We should begin re-registering patrons about February 11 when the new borrowers' cards arrive.

Legislative Update: None of the news at this particular time is good:

1. You know about the introduction of the bill on elected library boards.
2. The governor has stated his desire to eliminate the provision for libraries to appeal their tax rate every 3 years.
3. SB 546 - CRIPTC- is a 140 page bill which calls for a freeze of the tax rate for all units and the establishment of a local control board comprised of local elected officials who will review and approve all budget increase requests for all units.

Only time will tell whether any of these measures will be adopted. In the meantime, we need to talk to our legislators.

Health Insurance: No, I'm not asking you to consider a group health policy. We presently allow employees to purchase an ALA Group Major Medical Policy, with us kicking in \$20 a month toward the payment and deducting the rest of the payment from the employee's paycheck. I want you to allow employees to purchase any major medical policy under the same provisions. See attached explanation.

Library Logo: As several of you know, one more logo design was submitted to me last month. Those of you who saw it,

liked it. I will present it for your approval this month. Its first use would probably be on our dedication invitations.

Building insurance: I am presently working with an insurance agent to design specifications we can send to companies wishing to handle our building insurance. We generally put this out for bid every 2 years. Because of the complexity of the insurance during the building project, we stayed with our present insurer an extra 2 years. Our policy is up for renewal April 15. We will need to accept bids and make a selection before that time.

ADA compliance committee: I have formed a committee. Now we have to find a Saturday when all can meet. We have also been collecting information about types of equipment which would benefit some in our community. I am going to a library grant workshop in March which will give me the information I need to apply for an LSCA mini-grant for the purchase of such equipment.

We will soon put a sign on our front doors directing those with disabilities to let us know if they need special accommodations. I am developing a list of persons who could sign a program for us if we were asked to provide this service. We will have to begin including in all our program publicity a statement that those needing special accommodations to participate in a program should let us know 48 hours before the program begins.

Annual Reports: As you look at the annual reports I am sending, note the increase in programs at Wheatfield. The staff did a great job last year. Rensselaer also reached a larger number of children last year through programming. DeMotte's programs were mainly presented off-site, either in school classrooms or, in the case of the Brown Bag lunch programs, at the Methodist Church. Class visits to the library are included in these counts if they included a guided tour of the library, instruction in library use, or a story hour.

February meetings: On Wednesday morning, February 10, Gail and I will be attending a NIALSA workshop on managing stress. On Thursday, February 11, I will be going to Kokomo for a Northern Indiana Library Administrators Roundtable meeting (NILART).

The libraries will be closed on Monday, February 15, for Presidents' Day.

DIRECTOR'S REPORT
FEBRUARY 1993

The staff at all three libraries has been working against time to get all magazines and books barcoded before the circulation system goes into operation.

The management staff, headed by Pam and Kim, developed a new, improved performance evaluation form and process for JCPL staff. I will give you a copy of the new form at the meeting. The staff seems well-pleased with the changes made and we feel our evaluations will now come closer to accomplishing the purposes for which they are intended.

Our Americans with Disabilities (ADA) Committee on Library Self-Evaluation met and toured our library facilities last Saturday. I will report on this Monday night.

In preparation for requesting bids on our building insurance (due for renewal April 15), I felt that I needed to develop specifications for what we want, so all agents are bidding on the same package. I've worked with Alma Messman to draw up specifications. I will present them to you for approval Monday night before I request bids on them.

Obviously, we will be insuring buildings with much greater values attached than before. Other changes include asking for blanket coverage at 90% of replacement cost rather than asking for an 80%/20% coinsurance policy as we have in the past. As Alma explained it to me, we would get more coverage at a lower cost in this way. Our coverage would be 90% of the amount insured for all 3 libraries combined. Since in all probability only one library would experience a loss at a time, we would be fully covered. With 80/20, coverage is per library and we would have more of a chance of a disaster resulting in our having to pay for part of the damage.

I also noted that our book collections were very seriously undervalued. In a total disaster we might only be able to replace about 1/3 of our collection. I raised those values considerably. (Of course, most often damage is confined to a smaller area. In that case, the lower value might cover the loss.)

Library Staffing: Good libraries need adequate facilities, good "book" collections and well-trained, service-oriented staff to lead individuals to the proper book (or other source) which meets their need. The staff is probably the most important of the three ingredients: witness the high circulation at the little old DeMotte Library despite the severely cramped quarters.

We need to address staffing problems in several areas. I feel feasible solutions exist.

The Wheatfield and DeMotte staffs function well as presently configured. Both still have funds to add another page if needed.

The problem at the north end is in the professional staff. When I worked at DeMotte, I could select books according to an annual plan, based on the perceived needs of the community. I had time to work with my staff, to train them in professional tasks such as reference work, to discover their particular talents and encourage them to use them to enhance our service to the public. I had time to read professional journals, to explore new ideas to improve services, and I had the time and freedom to pursue these activities. That made my job challenging and exciting and enhanced my self-esteem; it also brought increased public use of the library.

Since Pam began at JCPL in 1990, reference questions have increased 64% at DeMotte ~~since Pam started at JCPL in 1990~~; circulation has increased 35%. The staff has increased only 17% in that same time. Pam, because of her split role and the increased activity at DeMotte, does not have time to do her job thoroughly. Her job satisfaction is very low, as is her self-esteem. I don't want to lose her. I think it is time to split Pam's job as DeMotte/Wheatfield librarian. However, I do not believe Wheatfield needs a full-time librarian.

At Rensselaer, the public service staff is in immediate need of an added clerk. Overdue notices have not been sent out since December, book selection must be done in a hit-or-miss fashion, the staff is feeling pushed beyond their limits. Complaints about low salaries and unreasonable work loads are surfacing.

Other problems exist. Mary and her staff are overloaded and will be for at least the next year. I feel they need a 20 hour per week clerk to process books, leaving the more technical work for Mary, Kathi, and Carol. Next year, I feel Carol should be upgraded to a library specialist as Kathi was, since these two persons are doing highly specialized work which will require continuous training.

Gail, my administrative assistant, a very calm, organized, capable person, is showing considerable signs of stress from handling her multiple priorities. I am beginning to realize just how much stress Cheryl was under in trying to accomplish everything in 4 days' time. Job stress and better benefits at St. Joe were her principal reasons for leaving this job. She noted that she had to re-program herself to work at a normal pace when she changed jobs. I don't want to lose Gail for the same reasons. Lowell, a much smaller library, has a full-time secretary and a bookkeeper.

Gail and I both have a number of "busy work" tasks which could be performed by a lower-salaried person. This is not good use of our funds.

I have a number of important tasks which I have not had time to tackle. Planning changes in conjunction with ADA requirements will take time. It is a project I should do in cooperation with other staff; yet everyone is too busy to be burdened with more committee work. Requests for bids on our building insurance should have been out at least a month ago. I need to give the Board a cumulative summary of what we have accomplished in our 5 year plan objectives. I should be writing more newspaper articles about JCPL services. I don't like feeling continually rushed and continually behind. Neither does the rest of our staff. It's not healthy for us to operate this way.

Another staff problem is one we discussed last year: staff dissatisfaction with low salaries. For next year, I would like the Budget committee to take a serious look at raising beginning salaries for library clerks and assistants to make them more competitive with other area businesses. This year, I would like the Board to raise by 50 cents per hour salaries of library assistants and clerks who have worked here more than one year and who are performing their tasks well. That still does not put them where they should be, but it is a start.

My Proposal and its cost:

1. By September 1993, hire an additional librarian.

Wheatfield librarian job description:

- 1.1 Spend at least 3 days per week on Wheatfield matters.
- 1.2 Manage all publicity for JCPL system- news releases, posters, Library Express, etc. (This will unburden other staff and result in additional publicity on non-urgent matters such as an article on services to the senior citizen, or audiocassettes in the system or a bibliography of books concerning people with disabilities.
- 1.3 Set up a ready reference file for the system (often-requested information such as the name of the Senate minority leader, county council president, altitude of DeMotte, etc.) At present, each library gathers what information it can when it can and there is much duplication and much information that needs updating.
- 1.4 Work with director on special projects from time to time.

\$7667 this year(annual: \$23,000), with employer contributions \$8747 (annual:\$26,239)

2. By March 1993, hire a 20 hr week library clerk for Rensselaer public service.

\$3683 this year (annual:\$4420), with employer contributions= \$3987 (annual: \$4785).

3. By April 1993, hire a library clerk for 25 hours per week. This clerk would work in Technical Services 20 hours per week, and do "odd jobs" for Gail and I 5 hours per week.

\$4144 this year (annual:\$5525), with employer contributions= \$4486 (annual: \$5981)

4. By July 1993, raise library assistants' and clerks' salaries by 50 cents per hour. They will then be making between \$5.33 and \$6.51 per hour.

\$2667 increase this year (annual: \$5334), with employer contributions, \$2930 (annual: \$5860)

Total cost this year: \$20,150

Total annual cost: \$42,865

Funds available this year:

Available Funds 1993 budget:

- 4.3 Improvements \$41,103. We said this was to be for Wheatfield redecorating and landscaping, underestimated utility bills, automation, added staffing.

- 4.4 Furniture and equipment \$88,000. We said \$7500 was for IBM PC's for the public, \$73,500 for the automated OPAC system, \$7,000 for other needed furnishings and equipment.

Total:\$129,103

Estimated expenses:

Wheatfield carpeting: \$11,000

Landscaping: 4,000

Vinyl wall covering: 1,500

Utility bills: \$15,000 (\$9,057: last year's DeMotte utilities paid in January 1993)

Annual equipment needs \$14,500

Automation needs \$25,000 (\$17,000-\$25,000 will completely bring system up to capacity allowed by our licenses)

Staffing increases: \$20,150

Previously approved: 3,653

Total \$94,803

Remaining funds: \$37,891 We are in very good shape!

Wheatfield Report: Wheatfield is shopping for a table for their OPACs (on-line public access computers) and a decorative solution for hiding the computer terminal conduit which descends a building column. Their rash of maintenance problems seems to have ended. Bill Brown is poised to complete his landscape proposal as soon as the ground is free of snow so he can take measurements.

If it's not one flag problem at Wheatfield, it's another. Stolen flags have been replaced, then a worn out cord was replaced, now the flag itself, an old one reused from the DeMotte library, is so tattered and faded it also must be replaced.

Because snow conditions in the morning looked potentially threatening, the Wheatfield staff worked the day shift on Tuesday, February 16, and the library closed at 5 PM instead of 8 PM.

DeMotte Report: Handicapped parking signs and other exterior signage was installed. Programs offered in February included a program by Glenda Brown on Tracing Your Family Tree (19 persons), a tour of the library by a homeschooled group of children and parents (18 persons), instruction in library reference techniques for two school classes (48 students), 4 visits to schools by children's services specialist Charlotte Fagen for story times (78 children), and 6 library toddler times reaching a total of 96 two-year olds and their parents.

A major problem occurred late Friday afternoon, February 19, when a frozen water pipe in the ceiling of the workroom burst, pouring gallons of water on and in cabinets, carpet, and floor electrical and phone receptacles. The library closed 1/2 hour early that day so staff could handle the emergency. It remained closed Saturday so that workers could get water out of the carpet and get work areas back in order. The staff acted quickly and did a great job of damage control.

We learned that the general contractor and plumbing contractor had spotted the problem in November and had notified the design engineers who have control of the project. The design engineers (Circle Design) stated heaters in the open space above the ceilings eliminated the danger. Obviously, they were wrong.

We have been taking temporary precautions to keep the problem from recurring until it is solved permanently.

The ceiling heaters are working, so it is obvious that other measures must be taken. At this writing, I have not been told what those measures will be.

I have not yet ordered the additional pole light for the northwest side of the library property. A Board member

has suggested that we will also need more lighting on the stairs. If you have a chance to visit DeMotte in the evening before Monday, please take a look at this. Once a decision is made, I can order everything we need at one time.

We have had a request from the Crisis Center to use the study room at DeMotte one day (9 AM-2 PM) each week as an outreach center where women in the DeMotte area can go for counseling. The room is available during this time period. The question posed by the staff is whether the possibility of an irate spouse following a woman to the room could cause an undesirable or even dangerous domestic disturbance in a high traffic area of the library. The Crisis Center is exploring other possible DeMotte locations also. I will know by Monday evening if they have found another meeting place.

Rensselaer Report: Rensselaer has been extremely busy and, partially due to strep and other upper respiratory infections, extremely short-handed. We hired Jeanne Reynolds as a temporary replacement for library assistant Bonnie Powell whose sick days have ended and who is now on unpaid leave of absence.

Unfortunately, Rensselaer, like DeMotte, has had building problems intensified by the extreme cold. On Thursday, February 18, after a night of sub-zero temperatures, staff arrived to find the furnace blower off and the building at 42 degrees. Hot water pipes were frozen. Luckily, they thawed without bursting, but questions arose about whether they are adequately protected from cold.

The meeting room at Rensselaer is being used constantly, with more people requesting to use it than can sometimes be accommodated. Programs offered this month by staff include tours of the library for a Boy Scout group, a sorority and 5 other groups of children (135 persons). Programs at the Care Center continue each Tuesday, with Kim (usually) and 6 young adults working with about 20 senior citizens. Story times entertained about 35 children each week. One program for adults had to be rescheduled in March due to the weather. At Bob Souza's request, Mary this month taught the techniques of booktalking to a group of parents.

The Rensselaer Library closed at 5 PM on Monday, February 22, when drifting of country roads caused a shortage in staff available to work the evening shift.

In Technical Services, Mary has been training Kathi and Carol to use the cataloging terminal to add books to the on-line system. They are doing a remarkably good job at this, considering that they have had no formal training in editing USMARC format records.

Few new materials were added to the libraries this month as the staff worked frantically to do those tasks that had to be done before the library goes on-line. This was a

factor in an Automation Task Force decision to delay (once again) going on-line until April 1. This will allow Technical Services to process new materials and to get their other tasks done. It will allow all staff to become more familiar with the terminals before using them with the public. It will allow us to get more of the procedures written down, necessary forms developed, and the first wave of re-registration completed before going on-line.

In the first 5 days of re-registration, we registered 889 patrons. That is 178 per day (29.7 staff hours per day), spread among the 3 libraries. It takes about 10 minutes to completely register a patron.

Mary reports that a Washington state researcher on General Milroy has written an article to appear this year in the Indiana Magazine of History. The article will include photos of Milroy from our library's collection. Our library will be noted as owner of the photos. Mary has also been researching another Milroy-related question this month and, in a third case has sent a photocopy of a Milroy document to an author in Cheltenham, England for inclusion in a British textbook about the black experience in the U.S. from slavery to the present. Our Milroy display case was to have had its burglar alarm installed this month. Thus far we have not seen the installer.

DIRECTOR'S REPORT

MARCH 1993

We have had a very busy month with Tech Services racing to complete many tasks before automation begins and staff at all libraries racing to learn all the automated procedures needed to use Galaxy to circulate materials. This has not been easy. We've had equipment problems and communication problems. Frustration surfaces at times; tempers wear thin. But everyone is pitching in and the results are great! We'll tame this tiger.

Pam and I went to a very good Career Track workshop on The Manager as Coach.

The Rensselaer staff continues to be plagued by staff absences. As two persons returned to work finally cured of recurring illnesses, Bonnie Powell remained on unpaid leave of absence and Glenda Brown was in an accident which caused her absence for two weeks. Our night clerk, Wanda Pinar, announced she is leaving for a full-time teaching job in the middle of April.

A highlight of the month at Rensselaer was the program "Reminiscences of Downtown Rensselaer" which Sharon Schulenberg has been planning for months. Beulah Arnott and Helen Rhodes assembled a panel of Rensselaer old-timers, each of whom told his/her memories of one building on main street. The audience was invited to contribute and they did so eagerly. 52 persons attended this program and the two hours spent reminiscing just scratched the surface of the topic. Two persons videotaped, one audiotaped the event. Five persons in wheelchairs were brought over from the Care Center to share in the fun.

Basketweaving classes once a month at Rensselaer continue to be a popular program. April and May classes have had an extra session added to accommodate all who wish to participate. The June class is also filled.

15 attended Julie's Sweatshirt Painting for children program and 15 attended Bill Brown's Residential Landscaping program co-sponsored by the Friends of the Library. Julie also showed a class of high school students how to choose books for small children. Glenda Brown took 20 Historical Society members on a tour of the genealogy area of the library.

Story hours and toddler times were in progress both at Rensselaer and DeMotte this month. At DeMotte, Charlotte showed a scout troop library resources on careers and provided story times to four classes of nursery school children.

DeMotte's brown bag lunch program on Preventative Medicine, featuring Dr. George Babchuk, attracted 25 persons. 23 children attended a program to make Easter decorations for Lake Holiday Manor Nursing Home residents and easter baskets for themselves.

WLQI has an ongoing program where callers answer questions in return for coupons for free pizza. The Jasper County Media Minds group, of which the public library was the founding mother, is developing a series of Indiana trivia questions for WLQI to use during National Library Week. Copies of this list will be in the public libraries, school media centers and college library. Thus patrons can research the questions and be prepared if they receive a call.

Americans With Disabilities Act Self-Evaluation: I will have a copy of our Self-Evaluation at the Board meeting, but included a summary of what we found in this packet.

I attended a Grant Workshop at the State Library this month, intending to apply for a minigrant for equipment to enable the handicapped.. However, this type of grant is not innovative. Therefore, chances of receiving such a grant are lower. Also, we have adequate funds in our budget and Construction Fund this year to get what we need without going through the very considerable hassle of federally and state mandated reporting. I decided not to apply for a grant for this purpose.

Cathy Salyers is, however, writing a grant proposal, under the name of the Jasper County Public Library (since a public library must be the sponsoring agency), which would make accessible by dial-in modem the library collections of KV High School, Rensselaer High School, JCPL, St. Joe College, and several other school libraries. NIALSA would also be able to get dial-in access,

allowing them to use our libraries to fill NIALSA requests.

Building Insurance: You will find in your packet a sheet showing all insurance quotes as received. From that, I took the two lowest quotes, and asked each company for adjusted quotes in certain areas so we could compare apples and apples. The results of that investigation are noted on the second page of figures concerning the quotes of Century Insurance and State Farm. Tonight, the Board must decide which company will carry our building insurance.

Automation: We actually went "live" with the Circulation Module on April 1. We don't have every procedure down pat, we will be learning as we go, but we are GOING. To give the patrons a part in celebrating the change, we are putting jars at each circulation desk into which they may throw their old library cards. On May 3 we will have a drawing at each library and award a prize to the winning card. We haven't determined what prizes will be--possibly \$10 of free fines or free photocopies or free FAX or a mug with a library-related picture. At Rensselaer the Friends gave us a book bag to use as a prize.

When Board members registered for new cards, they were registered as Board members which means the system will know not to charge them fines. I would like the Board to determine whether cards registered to their own family members should also be registered as "no fines". You may feel that should be a justified "perk" for this no-pay position or you may feel you want your children to learn to be responsible for their own actions and pay fines when due. It's completely up to you.

Art Exhibit Policy: In your packet is our proposed Art Exhibit and Display Case Use Policy. The Policy Committee has given its o.k. to this policy. We need a board approved policy so that we can begin allowing people to display their art at the library. We have had several requests.

Building Project: I will give you a more complete update at the Board meeting. I would like Board input on two issues.

We want to install the walk at DeMotte on the south side which will connect school and east library parking lot with the front of the DeMotte Library. My question concerns paving material. We could blacktop it for \$2790. This surface will have to be sealed every 4-5 years and cracks repaired. It would blend nicely into the landscaping with its black surface. We could install a concrete sidewalk for \$5495. We would have little or no maintenance for many years. It would be more formal and would interrupt the look of the landscape. Since a storm water drainage line goes under the path of this sidewalk, if we had a problem with the drain, we might have to tear up a portion of the sidewalk to fix it. This would be a cheaper process if we used blacktop. I discussed all this with Kim Rothenberger. His suggestion was to choose the blacktopped option, since he didn't think the advantages of concrete outweighed the high cost of installation. What is your opinion?

"Staff parking only" signs: At DeMotte, the staff would like the row of 6 parking spaces adjacent to the staff entrance (in the east parking lot) labelled as staff only. Occasionally, meeting room users arriving earlier than staff take those places. At Rensselaer, the staff would like the parking along the west side of the building marked for staff. Our staff needs that amount of parking, yet those leaving for dinner at 4 PM often find nowhere to park when they return at 5 PM. We would like to encourage patrons to use the east and south parking areas and the street parking. Do you approve of making this accommodation for the staff?

Wheatfield: We'll talk more about the old library building and the landscaping. I had hoped to have Bill Brown's proposal to send to you in this packet.

I would like to know Monday night if anyone plans to attend ILF on May 6 and/or 7 in Indianapolis. I need to get room and meal reservations in. Wil did not receive an ILF program, so I am sending a copy of pages from mine in case you have not seen the program.



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221

☐ Wheatfield Public Library
Grace & South Streets
P.O. Box 184
Wheatfield, Indiana 46392-0184
219 • 956-3774

DIRECTOR'S REPORT APRIL 1993

The May 3 meeting will be held at the DeMotte Library at 7 PM following dinner at 5:30 PM at Marti's Place (formerly Ramsey's Landing, or just simply The River) to honor Wanda Stewart's service on the Board. Because they do not take reservations (for small groups), I will need to be at the restaurant at 5:20 PM. You may meet me at the DeMotte Library at 5:15 and ride with me, or drive to the restaurant yourself and meet us at 5:30.

Please note our new letterhead.

I have received many compliments on our dedication and our buildings. We had 100 persons sign the Rensselaer guest book, 73 at DeMotte.

Kim planned a special event at the Rensselaer Library for Care Center residents and the freshman students who met with them all year. It went very well. I am including an article from the Rensselaer Republican describing the event.

A program on dog training and Jack Nesbitt's twice-postponed program on wills are taking place this week at Rensselaer. At DeMotte, an appreciation lasagna luncheon was held to honor 8 volunteers who have served the library faithfully for the past year.

At the April Board meeting, I was instructed to contact persons offering communications seminars after discussing with the Management staff whether they felt such a seminar would be valuable.

As I have told a few of you since, the group was unanimous in its view that a seminar would not be of value in solving our communication problems. One said it would be a waste of money. One said it might actually be detrimental by conveying a message that the Board was displeased with the staff. We spent several hours discussing ways to solve our problems and have put several suggestions into practice. The group felt it was very important that staff realize how much we appreciate their valiant efforts during a stressful period of change.

We plan to have a SECRET May staff meeting during which the management staff will serve breakfast and provide entertainment and "awards" to the staff. Of course, in order to allow all non-management staff to attend the meeting, most management will not be able to be present (someone has to open the libraries at 9 AM), but all will participate in the planning.

You should also know that I told the staff that I do not want them to discuss their problem situations with individual board members. I feel that this "easy route to the top" undermines the authority of their supervisors and gives the staff less incentive to work things out with supervisors or each other. This is not to say, of course, that we supervisors don't need to improve our communication skills, but I feel that going above a supervisor's head with a complaint should be reserved for very serious complaints. If they are that serious, they should go to a Board committee or the whole Board.

Virginia Young in The Library Trustee says "The library board's relationship with staff members should be exactly that of a corporate board of directors with employees: one of cordial and friendly interest, entirely free from personal intervention between staff member and supervisor."(p. 38)

I talked with Wil after the management meeting. He agreed that we should not pursue the seminar idea at this time. He said he felt other Board members would agree.

LSCA GRANT: We have been working on a grant proposal with St. Joseph's College Library, NIALSA, and the media centers of KV High School, Rensselaer Central HS, Benton Central HS, North White HS, South Newton HS. This grant would allow each library (or media center) to have access to the collections of all other participating libraries through computer modem. The grant would purchase necessary computers, modems, FAX machines and telecommunication software to allow this hook-up. Interlibrary loan arrangements will then be worked out between libraries.

We also plan to explore the feasibility of cooperative collection development by purchasing one expensive reference item (a CD ROM database, for instance) and keeping track of how much it is used by the other libraries and what problems arise. If this venture is successful, a considerable savings could be effected by expanding the number of items for which we share costs.

As the grant proposal states: "Resource sharing and interlibrary loan are proven methods for helping libraries during difficult economic times."

Bringing the library into the information age is objective 6 of JCPL's long range plan. 6.2 and 6.3 discuss obtaining necessary equipment for linking libraries with emphasis on connecting to St. Joseph's College's online catalog. This grant would allow us to do this.

While Cathy Salyers has done the actual grant writing and has consented to act as Project Director, the grant must be submitted by a public library. Therefore, JCPL needs to submit the grant, act as the administering agency and handle the grant finances.

This is a reimbursable grant. If our grant proposal is funded, we will spend the money for needed equipment from our own funds, to be reimbursed the next month by the state. Because the expenditures would be made in the first 2 or 3 months of the year, this should be no problem for JCPL. We do not have cash flow problems.

The equipment and software JCPL will receive from this grant include: an IBM compatible computer and modem (\$2615), printer, purchase of a SuperCOMM software license (\$1000), dial-out modem (\$999), and installation costs for a single phone line. We will be responsible for yearly maintenance on the SuperCOMM license (\$140) and modem (\$119) and for phone charges, office supplies, etc.

Similar school/library arrangements have been very successful in other areas. None that we know of are designed with school, public library, college library and an ALSA working together. We hope this unique and useful combination of resources will help us get this grant funded. The Library Board needs to approve this grant before we submit it. Deadline for submission is May 7. We will not know until late fall whether it will be chosen to be funded.

Automation Update: Our GALAXY automated circulation system is up and running fairly smoothly. It will be quite a while before all staff feel completely comfortable finding their way through the system, but they know the basics. We are presently exploring ways to obtain further training in the more intricate aspects of the system. We plan to begin using the OPAC's on May 1. Wheatfield's new OPAC furniture is installed (by their handy staff) and A-A Builders have framed in the column which brings electricity and data cable to their computers. Other minor carpentry work has been done to better accommodate the terminals there also.

We are investigating the cost of expanding our GALAXY system to 33 terminals, in case we find we have money available this year. The discussion of this subject at the Board meeting depends on whether we get the facts and figures we need from Gaylord before the meeting.

NIALSA update: Beginning in March, NIALSA can no longer pay postage for ILL materials coming to us from the Lake County Public Library. If you remember, at the beginning of the year we began

paying return postage when NIALSA could no longer afford to reimburse us. I thought you might like to know that postage (both ways) for the month of March was \$56. That would mean a cost to JCPL of approximately \$672 per year. Last year we received approximately 1800 items from interlibrary loan (ILL). Of course, all books did not come from Lake County, but a large number did. I think we are providing our patrons a lot of service for a very small outlay of funds. We could purchase only 27 books with that same amount of money (at \$25 per book).

Janitor hours: Our janitors at both DeMotte and Rensselaer are using unpaid help of family members to keep our libraries clean. 25 hours per week is not enough time. I would like your permission to transfer funds from 4.4 to 1.13 (Jan.salaries--\$910) and to 3.95 (service contracts--\$938) to add 4 hours per week at each library.

Wheatfield roof: Wheatfield found a leak in the flat portion of their roof. Hamstra patched the roof but indicated that we could need a new roof on that flat area before long. I find no indication in Wheatfield's maintenance manuals that we ever received a warranty on that sheet roofing (altho specifications indicate they were to provide a 10 year warranty, in writing). We had Runyon Roofing (who did the DeMotte and Rensselaer libraries) give us an estimate. It would cost \$1995 to replace the roof. Bill Runyon says some parts of the flat areas are quite bad but we might get along for a year or two with patching. I have not given up the search for a warranty. Bill Moriarty advises us to approach Hamstra with the attitude that a 10 year warranty was included and we need the roof fixed satisfactorily. I hope to have further news at the Board meeting.

Board change: Anne-Marie Egan will become our new board member on May 9. I suggested that she might want to attend the May board meeting as a visitor, just to get a feel for the situation. We have scheduled a meeting for later in May to go over the board's role, budgeting, etc. She will also be attending the annual Budget Clinic on May 18 with Gail and myself.

Executive session: This session is for the purpose of discussing job performance of two employees.



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DIRECTOR'S REPORT MAY 1993

May is traditionally a month when many meetings are held and this year was no different. We held our Staff Appreciation Party in two locations. At DeMotte, we surprised the DeMotte and Wheatfield staff with a breakfast, certificates, and a heartfelt thank you for the time and effort and dedication they showed during the building and automation project. That afternoon, Rensselaer staff was likewise honored.

Rensselaer hosted the Jasper County Media Minds, an organization consisting of media specialists from the schools and librarians from the college and the public library. A tour of the library followed the meeting.

Rensselaer also hosted NILART (Northern Indiana Library Administrators Roundtable). We had The City Office and Pub cater lunch for 33 persons. In addition to administrators who came for the meeting, other staff and board members came to examine our GALAXY automated system and to hear another automation vendor who demonstrated his product for the group during a special afternoon session.

Several on our staff and board attended the Indiana Library Federation Annual Conference. One very useful session was the GALAXY users group breakfast where the decision was made to form an Indiana Users Group. This group will meet 4 times per year to share information and ideas, to discuss GALAXY updates, and otherwise support each other. Two of our staff attended an Ohio GALAXY users group meeting in Springfield, Ohio. Several will attend the first Indiana meeting, to be held at Greenfield Public Library next month.

Gail Jung, Anne-Marie Egan, and I attended a day-long Budget Clinic at the Plymouth Public Library. Anne-Marie probably learned more about budgets and library finances than she ever wished to know.

Pam Ferber and Kim Garwood attended a workshop on dealing with difficult people. They will be sharing what they learned with management staff at the next management meeting and with the staff at a future staff meeting. Pam also

attended a workshop on preserving archival materials in preparation for organizing DeMotte's Indiana Room.

Our OPAC's are up and running smoothly. Very few people have felt the need to ask for assistance in using them.

We now have about 6,200 newly registered borrowers. May marked the mailing of our first automated system overdue notices. We sent out 576 overdue notices! The staff is still attempting to retrieve books checked out under the old system by sending out manually produced overdue slips. Rensselaer has not been sending overdue notices due to time considerations. This month, they sent out 245 notices, however. Fines will not be charged on those items if they are returned by June 15. The libraries may try some creative measures to try to retrieve some of these books quickly.

Rensselaer is testing (on approval) INFOTRAC's full-text data base for the next two months. The INFOTRAC product we have had is a CD ROM index to about 400 magazines. This new CD product includes the full text of most of the articles in 100 magazines. Later this summer, INFOTRAC will upgrade that to full text of 300 magazines. Kim is evaluating the product and considering eliminating our subscription to Newsbank (CD ROM index and microfiche text of selected articles from newspapers) and subscribing to the full text INFOTRAC. We would not eliminate our paper subscriptions to most magazines, but we could eliminate some subscriptions. If the magazine is not one people want to read cover to cover, we could save shelf space by having it on computer only.

Kim has purchased an IBM compatible computer for public use. We will make it available to the public as soon as the staff reviews procedures for using it and for allowing the public to use it.

The Policy Committee is presently working on a revised salary schedule which may include incorporating a series of steps between minimum and maximum salaries. The management staff was unanimously in favor of the concept. We will probably not have a proposal ready for presentation at the Board meeting, but hope to get something to each Board member early in June so you have time to think about it before the July meeting.

Summer Reading Club and preschool story hours begin at all libraries next week. The children's services staffs have planned some really exciting programs this year. We expect record turnouts. Julie has visited all schools to recruit club members. Charlotte and Diane have had visits from all classes at their schools to talk about the programs.

DeMotte and Wheatfield are trying out a new idea: a Young Adult Auction. The more books you read, the more "dollars" you earn to be used at the auction. Cookie Kopanda has been soliciting free posters, tee shirts, autographed books, and other memorabilia from famous persons. She and Renee Carr have recorded a video which was to run daily for a week at KV Middle School and High School to advertise the program. They also visited DeMotte Christian School to explain the program. A number of young people in this age group have been anxious to join. We are hoping this proves to be a successful program, since it is at this age that children often discontinue their use of the public library.

DeMotte's training session for Teen Volunteers is next week. DeMotte has depended heavily on these volunteers to help with the crowds and added tasks connected with the summer reading club.

Building Problems: At Rensselaer, the heating and air conditioning problems seem to be solved. At DeMotte, however, a compressor unit has been replaced and the library still heats up to 80 degrees in the afternoons.

Policy Decisions: A change in the PLAC (Public Library Access Card) Law provides that we must sell PLAC cards not only to our own library district residents, but to persons who live in no library district (and therefore pay no taxes for libraries). Because it would not be fair for them to get library service for \$16.77 (cost of the PLAC card), while all others pay taxes for their own libraries plus the \$16.77, the law says we need to charge an additional non-resident fee to these people. That fee must be at least our per capita operating fund expenditure as listed in the 1991 Statistics of Indiana Libraries. The cost to our taxpayers is \$34.29. The Board must officially set the fee we would charge these people. We can set it at \$34.29 or at a higher rate. We do not have to charge this rate to anyone wanting a nonresident card EXCEPT those wanting to also purchase a PLAC card.

Habitat for Humanity is a non-profit group which wants to meet in the Rensselaer meeting room in the evening twice a month. Our policy states that the Board must make the decision about any group wishing to meet regularly more than once a month. Kim does not feel it would be a problem for the group to meet that often. If we can find a free night for the group, would you be willing for them to schedule regular semi-monthly meetings?

Fees for Interlibrary Loan: The LaPorte County Public Library has begun charging libraries \$1.50 per book for interlibrary loans. NIALSA has asked us to sign a form stating whether we are willing to pay fees or whether we do

not want them to request materials for us from such libraries.

At present, our library pays postage both ways for ILL materials coming from the Lake County Public Library. Patrons pay any postage charges for materials coming from other libraries. Our interlibrary loan request form can easily be set up to ask if the patron is willing to pay a fee for a book in the same way as he/she presently indicates willingness to pay postage for a book. If he/she says no, we specify that when we request materials through NIALSA. The other option is for the library to pay the cost of ILL items sent our patrons from LaPorte. (I estimate this would be about \$84 per year). Which do you wish to do?

Disposal of library equipment: We have several non-working pieces of equipment which we would like to discard. They include 3 telephones, an Apple printer which has been repaired twice in the past year and which is in need now of \$160 in repairs (we elected to purchase a new one instead), and 4 Sysdac check-out machines. As you know, every August the Friends of the DeMotte Library hold a book sale at the Arts and Crafts Festival. We would like to give the telephones and printer to the Friends to be sold at the Book Sale. I would like to advertise the Sysdac machines in the NIALSA newsletter. I need Board permission to dispose of library property.

LOM Bill: On the advice of our attorney, we have not made the final payment to LOM Corporation for architect fees. I have sent Bill the information about the additional expenses we have had (putting in the curbing and regrading on the northwest side of the Rensselaer Library) because our architects did not provide for control of ground water which drains onto our neighbor's property. Bill feels we may have legitimate reason to require our architect to pay for this added expense. He MAY come to our Board meeting to talk with us about this. LOM has asked him for his reasons in advising us to withhold payment.

Minor board business: In Rensselaer, many street addresses have been changed. In Wheatfield, I think they will be changing. Has yours changed? Please notify me if we need to change your address.

On the personal side, Wil is back to work and Bob is out of the hospital and back in the swing of things. Marge broke her wrist. Mary Linda is on her way to Disney World.

Please let me know if you are unable to attend Monday's board meeting. Thus far, I know only that Mary Linda will be absent.

Lynn



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DIRECTOR'S REPORT JULY 1993

AUDIT: We have just undergone our second audit since I have been in the Director's job! This one has been almost painless, lasting only two weeks. We made only one simple-to-correct error and received an extra little bonus which I will explain at the meeting.

BUDGET: The necessary numbers for figuring our 1994 budget arrived a week ago. It was obvious that we could not fully fund the budget as approved by you at the last meeting. I cut a number of line items as previously directed by the Budget Committee, and then cut a few more areas. I also determined that we could function this year without about \$30,000 of 1992 encumbered funds and without using at least \$10,000 of the funds in 4.4 (Equipment) in this year's budget. I will ask you to pass a resolution reducing our 1993 expenditures by that amount.

This will give us extra cash which we can appropriate for next year's budget. We can then advertise a budget for 1994 which is minimally adequate and realistic.

Our other option is to file for an appeal of our maximum levy. Our auditor says we could easily justify this because the expanded buildings, staff and service obviously strain our present budget.

In addition, we are beginning to experience cash flow problems (in other words, while we have the budget funded adequately this year, we do not have enough cash to operate from one tax draw to the next. We will have to borrow from funds in LIRF or BIRF for a month or two before getting our December draw). Cash flow problems result when we put too little money in our Operating Balance. The Operating Balance is an amount of money beyond what we want for our 1994 budget. It is for the purpose of operating the library between the first of January and May-June 1995 when we get the first tax payments to fund our 1995 budget. We have had approximately the same operating balance (\$50,000-\$80,000) for years, even though our budget has increased appreciably each year. The Board of Accounts recommends an operating balance of 1/2 year's expenses minus miscellaneous revenues

collected during that time. (In 1993: \$195,000 instead of \$76,000)

Each year, the legislature discusses removing the appeal option from the law. It is still available this year. It may not be available next year. Our appeal could generate \$104,270. This would raise our advertised tax rate by .0354 (to a total of .1877). Last year our advertised rate was .1424 (but the final figure was .1285).

If you choose to file for an appeal, we could advertise a budget a little higher than the revised one I will submit to you Monday, but with a more substantial Operating Balance.

Staff Development Workshop: We would like to hold a Staff Development Workshop on Reference Skills. We have a number of newer staff who have not been formally trained. The rest of our staff also would benefit from brushing up on their reference interviewing and searching skills. This will take an entire morning. Kim, Pam and I will each handle different modules of the program. Because of the program length and the number of staff involved in presenting it, we feel it would not be practical to present the program two or three times. We would like to present this workshop on Friday morning, September 24, and to close all 3 libraries for that morning. Our reason for choosing that day is that (we hope) Wheatfield will already be closed at that time for their redecorating.

Wheatfield: I will be asking you to approve Reflections of Rensselaer for wallcovering and painting. I should also have a carpet contractor to recommend for your approval as well as color selections chosen by the decorating committee. We are still investigating moving methods, especially a method which will be cheaper and faster, allowing the shelving to be moved without removing books from the shelves.

I have put any further action on the old Wheatfield Library on hold until after my vacation. At that time, I will get publicity in the paper asking if anyone is interested in taking down the building for the materials.

I leave on vacation early Tuesday, August 3, and will return at least by Thursday, August 12.

DeMotte: The family of Walt Roorda has offered to give the library, among other things, a door plaque for the Indiana Legislative Committee on which he served and a picture of Mr. Roorda. We have in the past said that we will accept donations of books and other paper documents only. We also, of course, require any donations to be accompanied by a signed donation agreement form which allows us to dispose of donated items as we see fit. However, accepting a donation

of a picture would obligate us to hang that picture for a period of some years, I think, before we could dispose of it (if we so chose). My feeling is that we should continue to limit donations for that small Indiana room as we have in the past; however, you may feel differently.

DeMotte marked their first year anniversary in the new building on July 8. A summary of their first year accomplishments is included in your packet for your information.

The company who installed our elevator has offered us an annual maintenance contract (\$660) covering 4 visits for oiling, lubricating, and performing the mandatory annual no load safety test. I think we should accept their offer. I have a contract to be signed at the meeting if you approve this action.

Summer Reading Program: At Wheatfield, average attendance at the programs was 40; 39 children met the goal of reading 6 books or more. At DeMotte, average attendance was 177, with 168 children meeting the 6 book goal. At Rensselaer (which offered 9 programs instead of the usual 6), average attendance was 40, with 64 meeting the goal.

Please let me know if you will not be able to attend the Monday, August 2, board meeting. Thanks.

Lynn



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DIRECTOR'S REPORT AUGUST 1993

CHANGES TO NOTE: We loaded our first Gaylord software update. This update makes a number of technical changes. It also allows the public to print bibliographies on the OPAC's. An important improvement!

We began using our receipt printers instead of date due cards. Patrons now receive a list (like a cash register receipt) of all titles as they check out. They like this. The only disadvantage is that a person who mixes books (at home) which have been borrowed at different times will have to look for the receipts to find when a particular title is due. So far, few complaints. We will provide date due slips on request.

Earlier this summer, we ordered, on a trial basis, a new module of INFOTRAC (our CD ROM magazine index) for Rensselaer which gives the full text of articles in 100 magazines, 61 of which are not owned by our system. It was well received. Therefore, Kim has continued this subscription. The data base also includes some of our most heavily used magazines, such as Time, People and Sports Illustrated. Having the data base means that when our own copy of the magazine is out, or lost, patrons still have access through the computer.

DeMotte finally got its asphalt sidewalk on the south side of the building this month. It is attractive and will be well-used.

Staff changes this month include the changing of the guard in our page category, as 3 pages leave for college. Cheryl Phillips, a circulation clerk at DeMotte resigned and was replaced by Rachel Webster, who transferred from the Rensselaer branch. Rachel, who lives in DeMotte, attends St. Joe but no longer lives on campus. Julie Eisele, long time page at Rensselaer, took Rachel's position.

The Young Adult Auction at DeMotte, involving DeMotte and Wheatfield readers, was deemed a great success. Twenty-nine bidders bought the almost 100 items available. Highest bid was \$36 (in fake money) for a seven foot cardboard stand-up of Shaquille O'Neal. 61 youth enrolled in the program, with one book read earning one (fake) dollar. Proxies bid for some of those unable to attend the auction.

All three libraries are finalizing fall programming this month. Story hours and toddler times will start in September at all libraries.

Wheatfield is offering adults September programs on quilting and on the sandhill crane. Rensselaer will continue with the Senior Booklegger program at the Care Center, with Kim visiting only once per week. Basketmaking programs are scheduled at both DeMotte and Rensselaer. Glenda Brown, Rensselaer, will offer a genealogy program this month. DeMotte will begin their noontime Brown Bag Lunch program.

Pam Ferber produced an excellent Teacher Reacher which I will have available for you at the Board meeting. Staff spoke at Teacher Orientation meetings and passed out questionnaires encouraging teachers to detail their library needs for the school year. The Rensselaer staff received well over 100 completed returns, far more than ever before. DeMotte had a smaller number of questionnaires returned. Requests came in for booktalks, class visits and other services we offer. The staff will be contacting each teacher to make plans for the year.

Kathleen Cavanaugh, our new Rensselaer Library Specialist, has been working creatively to organize the Youth Services collection to make it more convenient to use. She has been concentrating on becoming familiar with the collection. Her eventual goal is to read (or at least scan) every book in the collection! Kathleen is also taking a fresh new approach to publicizing her programs. We're eager to see the results.

Building maintenance has been a prime issue this month as it has been every month since we have been in the new buildings.

Wheatfield: we have a "sometimes" leak in the furnace room which has damaged some ceiling tiles. We've had trouble getting a repair person to respond to our calls. We are also continuing to work on the problem of outdoor lights which do not turn on and off at the appropriate times.

New carpet cannot be delivered until October 15. This will push remodelling into October.

Wheatfield had repeated problems with a computer printer. We plan to replace it with a laser printer which will produce more easily readable and professional looking newsletters and other library publicity which Pam will be producing for the system.

The Wheatfield Lions Club has found another location for their meetings after we remove the old library. However, they would like to give us a small donation and take with them the old furnace, electric pump motor, air conditioner, bathroom fixtures, some shelving and a few ceiling tiles. We are presently getting an estimate of the value of those items as well as a price on demolishing the building.

Rensselaer now has functioning locks on restroom doors. However, a few doors do not open or close properly. The fire/burglar alarm system has recently come under gremlin attack, causing it to automatically call the police department every 3 minutes (until disconnected). This will be remedied this week, hopefully.

Our biggest problem is the landscaping. Bill Brown is working with us on solutions. The landscape design was developed at a time when

adequate drainage was provided on the site. This adequate drainage was destroyed when we had to disconnect downspouts from the storm sewer. Some plants cannot adjust to standing water, obviously. Large amounts of water will also leach nutrients from the soil, causing problems. We have agreed upon two possible solutions to the poor drainage and are waiting for cost estimates.

Bill is dissatisfied with the look of the lawn as well as that of other plants. The weather may be largely to blame. Several fungi have emerged in our area this summer due to the wet weather.

Test results on soil samples sent to Purdue show great imbalances in the soil which can be corrected by fertilization once the plants go dormant. We may not see a drastic change in the look of our landscape until next year, however.

DeMotte has still not resolved the folding partition problem. Our contractor, Dan Nystrand, has made numerous phone calls. The installer has been out recently but failed to remedy the situation. I have taken measures to ensure that the warranty stays in effect until the problem is resolved. DeMotte has solved two water problems, but still has water seeping in under an emergency door. Our contractor is working very earnestly on correcting all these problems.

On August 6, a young boy on a bicycle with faulty brakes went down the driveway hill and ran into the front of the building. The staff handled the situation well. Three stitches were needed to close a cut on his temple. Our insurance company plans to contact the family since no claims have been filed.

The DeMotte Town Council has inquired about meeting room space in the library, since their meeting place is not accessible to those with disabilities. They meet in various capacities on the 3rd and 4th Monday evenings, the 2nd Tuesday evening. They have public hearings on Saturdays and Technical advisor council meetings monthly at different times and days. Pam's and my recommendation is that we invite them to meet one evening a month at the library. Requests for occasional daytime use would be no problem.

Financial business: We need to transfer \$34,000 from 4.3 and 4.4 (where we put extra money for this purpose) to the insurance and utility lines of our budget, where we are presently showing negative balances. We also need to authorize a temporary transfer of \$150,000 from the BIRF (Bond and Interest Redemption Fund) to the Operating Fund to pay our bills until revenues come in late November and December. We have sufficient appropriated funds in our budget, but not sufficient cash in the operating fund.

Circle "R" Mechanical has requested that we release their escrow funds. Circle Design (our engineer) has approved the release. The Board needs to approve the release of all funds with the exception of \$4,831.50 in escrow which we paid due to an error in their billing. This money is above the contract amount and belongs to us.

Meetings:

NILBA, Hammond, September 29.

ILF District Meeting, South Bend, Tuesday, October 12 --Does anyone wish to attend? Most of our staff plan to attend for the first time in several years. I think this is due to improving morale as well as to the selection of programs available. We will be closing all libraries (Wheatfield will probably already be closed) on October 12 so that staff may attend.

Budget: We have advertised our budget. No one appeared at our August 23 budget hearing. You will adopt a budget at Monday night's meeting. You will also need to determine if we should appeal our tax levy. We will not receive the amount requested for our budget without appealing. Our present budget is \$916,200. Without an appeal, we can fund a 1994 budget of \$939,478 with an insufficient operating balance and by reducing this year's budget by \$40,000. We have advertised a budget of \$984,588.

My plan is that we would not spend much more than the \$939,478, even if we are granted our appeal. I strongly recommend that we apply for an appeal for the following reasons:

1. We need sufficient funds in our operating balance so to avoid having to borrow to have needed cash flow. Borrowing from BIRF is slightly risky. BIRF money is available because payments are not due until December 31 and June 30. If our tax draw is late one year, we would need that money to make our BIRF payment. I don't feel we are managing money responsibly if we are borrowing from Peter to pay Paul. If we must take out a tax anticipation warrant or temporary loan, we would be paying interest. I feel that is not in the taxpayer's best interest.
2. If we put enough in our operating balance to avoid borrowing, we will need to cut services.
3. Many in the legislature are trying to remove our right to an appeal. It almost happened this year. It could well happen next year. This year may be our only chance to get back on a solid financial footing.

While my plan is not to spend much more than \$939,478, our appeal cannot be based on the need for a sufficient operating balance. The State Board of Tax Commissioners does not want to see big operating balances nor do they want to see much money in LIRF (Library Improvement Reserve Fund)--both of which, ironically, show sound financial management. They want to see what part of our statutory obligation to the public we will not be able to fulfill without the appeal. Therefore, I'm proposing the following explanation (if you decide to appeal):

Our bond issue, enthusiastically supported by our taxpayers, promised adequate, accessible facilities, increased services and an integrated automated system. We delivered what we promised. We offered 12.5 additional hours of service. We added the equal of 4.8 full-time staff.

Circulation in our two new facilities has increased 31% over the previous year.

Our new facilities increased our square footage by 23,500 square feet. This has contributed to a 277% increase in utilities and insurance costs since the new buildings were occupied. Building maintenance costs have increased appreciably. Automation hardware maintenance costs added approximately \$20,000. We find we cannot maintain our present level of service within the current levy limit.

The Jasper County Public Library Board believes that operating within our present levy limit will necessitate staff reductions, decreased materials budgets and fewer library hours. In making these changes, we would no longer be delivering the service our taxpayers expected when petitioning for the bond issue. We will not be able to adequately meet the educational, informational and recreational needs of the public as directed by state statute without additional funds.



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DIRECTOR'S REPORT SEPTEMBER 1993

1. By the middle of October the JCPL staff will have completed a review and updating of all library procedures. Of possible interest to the Board is a revised gift fund and donated book procedure which insures that materials are ordered promptly, gift plated as requested, and donors are thanked in a timely fashion. While the former system generally worked, it was possible for some donations to be overlooked.

2. A new update was distributed of the Wholesome Reads bibliography maintained by Kathi Padgitt for all branches.

3. Technical Services: As Mary notes, "October 1st is the 6-month anniversary of Jasper County's being live on GALAXY. We've had problems, and will have more, but all in all it has gone quite well.

No snags appeared that Mary's staff couldn't handle during her two week vacation absence. In fact, Mary has helped Gaylord ferret out solutions to two glitches which appeared with the new version of our software. They have dubbed her a true "computer geek".

Books are always processed quickly in Technical Services. Audiovisual materials take second place. This month, technical services has reduced a two-year backlog of children's audiocassettes to a mere 20 items and videos and compact discs are being processed on a regular basis. Computer software will be next.

4. Workshops: Mary, Kim and Pam attended a workshop on CD ROM products and received current and interesting information on purchasing and maintaining equipment and software. We are presently in the process of getting quotations on hardware to be purchased with our Construction Funds.

Kathleen, Charlotte and Diane attended the Children's and Young People's Workshop in Ft. Wayne and enjoyed the children's authors they heard and the new ideas gathered from other librarians.

All staff except pages and some clerks attended the Staff Development Day at the Rensselaer Library to learn philosophy and techniques of providing reference service. The staff was generally very appreciative, especially of Pam's presentation of basic information sources and how to use them.

The Rensselaer Library has instituted a reference book of the week program to help staff become familiar with various information sources. Treasure hunts (lists of questions whose answers must be sought in various reference materials) will be developed to practice the use of these books of the week.

5. Rensselaer Library: In August, electrical problems in town caused multiple power outages, some coming in quick succession. A typewriter component burned out. A week or two after that time, we discovered that the telephone dialer for our fire/burglar alarm system had to be replaced. This week the control box for our telephone system had to be replaced. We were asked if we'd had any lightning hits recently as some components of the box showed damage consistent with that kind of problem.

I have asked Mitch Ockermann to check for similar problems in his school buildings, to see if power surges could be the cause of the problems. At present he has not had any problems referred to him as related to surges. If he does find such problems, I would suggest that we write a letter to the city of Rensselaer expressing our dismay at a power system that is proving costly to taxpayers in repair bills incurred.

5.2 Rensselaer programs in September included a basketweaving program and a well-attended genealogy program offered by Glenda Brown. Tricia Reed gave the first class tour of the school year, while Kathleen handled a class visit, one toddler time and two story times. Rensselaer also had a used book sale (\$300 profit) in conjunction with Little Cousin Jasper and the Friends of the Library.

Kathleen is working with Psi Iota Xi on their "books for children" project, promoting library usage. Each month they select (with the library's help) and purchase a hardback book which will be awarded at a drawing. The book is displayed during the month at the Rensselaer Library. A pot is available at the library into which children place their names every time they visit the library.

Mary spoke to John Egan's Freshman Seminar class about the "Importance of Reading."

5.3 We are nearing a solution to our drainage/landscaping problems at Rensselaer. We plan to cut out narrow sections of sidewalk in 3-4 places, inserting a drain pipe covered with a section of "checkerboard aluminum". Drain pipe will drain water (underground) from downspouts into the parking lot and then into parking lot storm sewers. Bill Brown has reseeded lawn areas, added soil and mulch where depleted, pruned shrubbery and removed plantings damaged by too much water. When the drain work is done, he will replant.

6. DeMotte Library: Charlotte has conducted 6 sessions of toddler time this month, two each week. She also gave a tour and library instruction to a Scout troop and visited the nursery schools to talk about the library. A basketweaving program and a Brown Bag Lunch program on energy conservation were offered for adults. Pam spoke at a Home School parents meeting, explaining our services to about 25 home school parents and at least 35 children.

6.2 Unresolved problems: the outdoor lighting, water seepage under a door during hard rains, a nonfunctioning room divider (to be resolved within 2 weeks) and rocking chairs undergoing repair.

6.3 I have completed my search for a new DeMotte librarian, after receiving 14 applications and interviewing four applicants

7. Wheatfield Library: Wheatfield is preparing for its redecorating project. Ceiling repair and some painting has been done. Landscaping is completed for this year (\$5700 instead of estimated \$7000). The town's sewer project will not get under way until next year, so we will wait until that work on the library's property is completed and assess then whether further landscaping is necessary.

7.2 Wheatfield programs: Because it will close for part of October for redecorating, Wheatfield is conducting both toddler times and story hours now. Two adult programs, a quilting program and a slide show about the sandhill cranes, brought in over 50 people in two days!

7.3 Old Library Demolition: I have drawn up specifications for this project, consulting with both Sam Wireman (Von Excavating) and Ed Dumas to determine that the specifications are correctly written. I will ask you to examine and approve these specifications at our meeting. We should complete the work (or at least contract to do so) before the end of the year, since we have the money in this year's budget to do it.

8. 1994 Budget: We have prepared a revised budget of \$902,208 which has an operating balance of \$40,153 more than the 1992 budget (on whose operating balance we are working this year). We will not be able to expand our information services as quickly as we wanted, but we will not have to curtail them either. We will not have as much cushion in some budget categories as I would like, in case unexpected occurrences arise, however we will still have some leeway. We have reduced the budget for materials considerably, but to only \$2,000 less than our 1992 materials budget. It is very comparable to the materials budgets of other Indiana libraries of similar size.

After our budget hearing, the Board may wish to formally adopt the reduced budget.

9. Library Policies: The Policy Committee has met and approved drafts of 3 policies which they will present for your approval at the Board meeting. Included in your packet are copies of both old and new forms of each policy.

9.1 Meeting Room Policy: Changes in this policy simply separate procedures from policy and change wording, but not meaning, slightly. Persons registering to use the meeting rooms will be given, not the official "Meeting Room Policy", but a booklet which puts the verbatim policy in easy-to-read format and adds a page of procedures which is specific to each library. The copy of the booklet in your packet would be used by the DeMotte Library. The other two libraries' booklets would be identical except for the instructions on the last page. A copy of the Meeting Room Reservation form is also included for your approval.

9.2 Audiovisual Equipment Loan Policy: Portion of policy concerning loan of the now-defunct videocamera has been eliminated. Wording, but not meaning has been changed slightly.

9.3 Personnel Policy: The present policy is in your packet and is labelled "OLD", with page numbers found at the bottom of the pages. The proposed policy begins "R 1" (Revised, page 1).

An important portion of this policy, the Salary Policy, was approved by the Board in June 1993. It is not included in the packet. Some changes in the remainder of the Personnel Policy are made to correspond with the Salary Policy (see p. R2, first paragraph). Other changes were made to conform to Fair Labor Law. Some changes abbreviate wording and eliminate details which can better be dealt with in a manual of management guidelines. However, some important changes were made:

24 hours of medical appointment time was eliminated (OLD, p. 116, sec. 2.51-2.53)

R 4, Sec. 5: Funeral leave is limited to a selected group of relatives, and is only for employees working 32 hours or more per week (all employees previously received paid funeral leave) (OLD, p. 116, sec. 3.1).

R2, Sec.2.6: Since medical appointment time was eliminated, the policy states that sick time can be used for medical appointments when necessary. (Incidentally, in 1992, the 19 persons eligible for paid sick leave took an average of 3.8 days per employee. I think that is a very good record.)

R 2-R3, Sec. 4: Vacation time rules were changed so that it is never taken until the calendar year after it is earned. New employees cannot take vacation until they complete one year of continuous employment. (OLD, p. 118-119, sec. 13)

The restriction against taking more than 18 vacation days at one time was eliminated. The number of days taken at one time must be decided on a case by case basis, depending on library needs and the importance to the employee of the extended time. It might be that 10 days taken at one time is too much in a particular situation. (OLD, p. 119, sec.13.21)

For legal reasons, we removed the request that certified personnel give 4 weeks notification and non-certified personnel give 2 weeks notification of intention to resign.(OLD, p. 119, sec. 14)

PLEASE NOTE: I am sending only circulation statistics for August. The September statistics will be ready for you Monday night.

That's all folks! I'll see you Monday evening at Rensselaer.

Lynn



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DIRECTOR'S REPORT OCTOBER 1993

1. Building Report: We are finally seeing the end of the building project. The drainage problem at Rensselaer has been successfully resolved. I'll give you details at the meeting. We are still quibbling with our plumbing contractor who has not replaced the broken mouthpiece on the short drinking fountain because we have told him (on advice of our design engineers) that we will not pay for this since the building was still under warranty when the break occurred. He contends it was broken by vandalism. The same break occurred on the same corresponding fountain at DeMotte one month earlier. We will be paying for that since the building was no longer under warranty.

At DeMotte, the parts have not yet arrived to replace the mechanism on the folding door. That's still on hold! Our electrical contractor is working on plans to add lighting to the west parking lot and the front stairs area. (They were to have done this in the summer, but were delayed).

Pam received permission from the DeMotte zoning board to erect library logo directional signs at two DeMotte locations. She is now in the process of ordering the signs.

The DeMotte Friends of the Library has agreed to pay for a piece of stained glass art to be hung above the 6 foot wall separating the children's and young adult departments. The artists will submit a plan for the glass to the Friends at their November meeting. If they approve, I will bring the plan to you for approval in December.

At Wheatfield, we are suffering through a building project on a smaller scale as we worry with requests to alter our specifications or delay one part of the project a day or two more for the benefit of a poky painter. Etc., etc. We'll make it. After the hassles of a two library building project, we should come through this minor project with flying colors!

Thanks to a patron, we now have our flag up at Wheatfield!

I had a very nice call from a Wheatfield patron this month. She is a woman who has gone back to college and called to commend us on our Wheatfield children's department. She said she has seen a great deal of growth and development in the past 4 years. She especially commended the selection in the science and math areas.

2. Staff and two board members will be visiting the Baker and Taylor plant in Momence, Illinois, on three Friday mornings beginning this week. B & T is the distributor from whom we order most of our materials.

3. Budget: At our Budget Hearing, an operating budget of \$984,211 with no operating balance was approved. If the Board approves, we will actually work with a budget of \$902,208 with an operating balance of \$82,003. This operating balance will be \$30,000 higher than the operating balance we worked with this year.

Our 1993 operating budget was \$916,200. However, we have made a number of one time expenditures from that budget:

Wheatfield landscaping	=	\$7000
Wheatfield redecorating	=	\$24550
Automation	=	<u>\$25000</u>
Total	=	\$56550

Without these expenses, we've operated our libraries adequately on a budget of \$859,650. Our 1994 budget will represent a 4.7% increase over that figure. We see no need for major capital outlays in 1994 such as we made in 1993.

Our advertised operating fund tax rated was 18.42 cents; actual is 14.06 cents. Our advertised BIRF (Bond and Interest Redemption Fund) tax rate was 13.53 cents; actual is 12.74 cents.

4. Procedure Manual: The staff has done a great job of rewriting and revising the procedures. My job is mainly to edit and reword for clarity. The circulation procedures (checking materials out, shelving books, sending overdues, reserves, etc.) section is completed. I will have my copy at the meeting just to give you an idea of the scope of this project.

5. Management Guidelines: By request of our managers, I have begun a manual of Management Guidelines. In past years, directors have sent out memos telling managers how to proceed in interviewing and hiring personnel, whether vacation time may be taken an hour at a time, how to decide who gets vacation during the Christmas holidays. New personnel are often at a disadvantage because memos are not very permanent. The Management Guidelines have been well received and we will add to them as more questions arise. They will help a new manager act more confidently.

6. I will be spending a good part of the next two weeks supervising the training of Leanne York, DeMotte Librarian, who begins work November 1.

7. PERF: When we updated our Personnel Policies we did not add PERF (Public Employees Retirement Fund) as a benefit. This must be added (see "For Your Reading Enjoyment").

8. HEALTH INSURANCE: As I have explained before, our ALA Group Insurance policy has become prohibitively expensive for new enrollees (rates are twice as high as other policies we have investigated). The three employees presently enrolled have evidently been grandfathered in at much lower rates. Gail Jung, my administrative assistant, has investigated a number of individual and group policies. We will have a recommendation for you at the November meeting of a

policy which would operate as our present one does but at a much more reasonable rate.

When we updated our Personnel Policies, we left out our policy on Health Insurance. This has been offered since 1983. Therefore, we need to add a section. However, the wording will hinge on what the Board decides at Monday night's meeting. Because it needs to be worded very carefully, I suggest the Board let the Policy Committee work on it first and later bring a recommendation to the Board.

9. Board Concerns: Ann-Marie talked to me this week about some concerns which she and Mary Linda had. I would like to report that the art display of Abbie Parmalee's work has been removed. Louise Warran will be hanging her work today. Kim has tried on numerous occasions to contact Bonnie Zimmer about Bonnie's desire for the Art League to schedule art exhibits for the special display wall at Rensselaer. Kim is exploring other avenues at this time. Kathleen, Rensselaer Youth Specialist, already has plans to work with the schools this winter to arrange for exhibits.

10. Wheatfield building demolition: Three contractors were asked to submit quotes. Only Von Excavating did so. Their price is \$6500. They met all terms of the specifications except the ability to obtain a performance bond. Sam Wireman explained that while he has done business for 20 years as M&W Excavating, they have done business as Von Excavating for only 3 years. It takes 3 years of performance history before an insurance company can approve them for performance bonds. That process is in the works, but not completed.

They do work for Hamstra builders and a number of other contractors. They have done the excavation work on all three of our libraries. They did the original excavating work on the Wheatfield Library and know where the septic field is, etc. Both Marge and Miriam said Sam has a very good reputation in town and felt we could accept the proposal without requiring a performance bond. Ed Dumas concurs.

As we prepare for the demolition, we will need to discard the furnishings still in the building. Marge and I made a list of available items. Other branches may have a few items.

The total value of the furnishings is small enough that we are not restricted in the way we dispose of it. I would like to have a Sealed Bid sale on Saturday, November 19. We would have the building open on that morning so bidders can see the merchandise. They would give us sealed bids for items desired. At 12 noon we would open bids and high bidders would pay their money and pick up the items. They would have to take the merchandise that same day. Attached is a list of items available. The sealed bid price on the wall shelving would be the price for one section. After the high bidder got as many sections as he wanted, the second highest bidder would have the opportunity to take as many as he wanted at his price, etc. Ed Dumas agrees that this procedure conforms to our law (total value is under \$5000).

In conjunction with this, I would like you to consider disposing of all the card catalogs in our libraries at this sale. Since the end of January, we have added nothing to the catalog. Some patrons still use the catalog; while signs tell them the catalog is not current, they believe it is. One person noted to Mary

that we didn't have a current popular title. Mary had to explain that we did indeed have the title, but that it is not listed in the card catalog. I think we are doing patrons a disservice by letting them continue to lean on an incomplete directory to our collection.

11. Outreach activities this month included Toddler Times and Story Times at both Rensselaer and DeMotte and DeMotte and Rensselaer basketweaving sessions which attracted 50 persons. In addition Rensselaer provided a storytime for two school classes visiting the library, Charlotte provided 4 weekly storytimes to two nursery school classes, Pam read ghost stories to two groups of Wheatfield honor roll students at a special celebration held at a teacher's farm, and Kim talked to a Brownie troop about a career as a librarian. Kathleen, Charlotte and Diane provided a display table at Bob Souza's Blue Ribbon Parenting program which reached about 100 persons. Kathleen also spoke to the PTA, primarily about how to use storybooks to create further learning experiences for children.

For adults, the DeMotte Brown Bag program for October featured a China Travelogue by Friend of the Library member, Dorothy Berkes. A Senior Bookleggers program at the Care Center was supervised by Glenda Brown.

Beulah Arnott and Helen Rhoads presented "Reminiscences of Downtown Rensselaer - Part Two", a program co-sponsored by the Library and the Jasper County Historical Society. The Library will have a copy of the videotape of the program available for circulation.

12. I attended a meeting on INTERNET, an on-line database cooperative, something like a national interlibrary loan system. The State Library in cooperation with INCOLSA has a small grant to begin the process of bringing INTERNET services to Indiana public libraries. I will explain further at the Board meeting.

13. Staff meetings/workshops: At our Management Meeting, we discussed the difficulty of holding system-wide staff meetings now that libraries open at 9 AM (and 9:30 AM). This does not leave enough time before opening for meetings. We would like to have a Staff Development Day once in Spring and Fall, with the library being closed in the morning for this purpose. During the rest of the year, each Agency Librarian will meet with her staff monthly. We will arrange programs on pertinent subjects and do these at each library. Mary is currently making plans for GALAXY-based question and answer staff meetings for each library.

Most of our staff attended the District Meeting in South Bend and most attended one good program from which they brought back useful knowledge and attended two programs which disappointed. The consensus I am hearing is that it would be more advantageous for staff development to close two mornings per year for concentrated staff development workshops at our own library and remain open on the day of district meeting. Staff would still be encouraged to attend the ILF annual meeting and workshops which cover topics of particular concern to them. What do you think?

14. I will be taking 2 vacation days on November 11 and November 12.





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DIRECTOR'S REPORT NOVEMBER 1993

The Month In Review

1. Staff and two board members visited the Baker and Taylor plant in Momence, Illinois this month, getting a good feeling for the size and scope of the operation and how our requests are handled.
2. Staff evaluations began in November; some will be completed in December.
3. Heating and Air Conditioning Control: We have been advised by the installers of our air handling control system that it would be to our advantage to be able to program parts of the system ourselves. We were instructed how to alter room temperature settings and the calendar, so that heat, for instance, will remain at lower "overnight" settings on Sundays and holidays. In order to do this programming, we would have to purchase the software (\$1250 installed) and have a DOS based computer on which to load it. We are presently investigating the cost-effectiveness of this plan.
4. Wheatfield Library: The redecorating project is now completed, the building is open to the public and it is beautiful. As Pam stated in her building report, "It has a new warmth and life that the old decorating did not have. People like it."

In addition, the contents of the old library have been sold. We took in \$174.50 at that sale and rid ourselves of everything, even the ceiling tiles! The building itself has been demolished (Monday, November 29) and work is proceeding on removing the rubble from the site. We will be paying for this demolition from the part of our LIRF fund which we appropriated for such purposes at the beginning of the year.

Cindy Musch will be resigning on December 10 to return to her former occupation as a seamstress, working out of her home. Her resignation comes at a particularly difficult time, since Diane Wiers will be on vacation the next week, leaving only 2 staff to cover all hours. We will not be able to operate Wheatfield without asking other staff to work some of Cindy's hours. I will work there at least one day. Pam has begun advertising for a library assistant to fill the position. We don't expect anyone to be interested in beginning a new job before January.

Programs included a tole painting class, a basketmaking class and a program on hypertension given by Carol Hurley of Jasper County Hospital.

5. DeMotte Library: The parts have not yet arrived to replace the mechanism on the folding door. That's still on hold! Directional signs with the library logo (purchased by the Friends) have been posted in town. It appears that the town will put street lights on the north side of the library. We will wait to see if that also solves the problem of our stair lighting. If not, we may consider adding a bollard (or two) at the stairs.

The DeMotte Friends have decided not to pursue the purchase of a piece of stained glass for the young adult area of the library. They have, however, allocated \$5000 for the future purchase of a CD ROM workstation and software for the Children's room.

Storytimes were held throughout the month. Two basketmaking classes and a program on medicines and pharmacists were held for adults. Three school classes visited the library for a story time during Children's Book Week. In addition, Charlotte conducted 4 story times at a local nursery school and Cookie and Renee held a Saturday craft class for children where the children made Christmas cards for nursing home residents.

6. Rensselaer Library: At Rensselaer, story times and toddler times concluded November 10. Two basketweaving classes and two senior bookleggers sessions at the Care Center were held. A storytime was held for a class visiting the library and Kim presented a booktalk to a sorority auxiliary group. Mary spoke on "Reading - More Fun than Just Words" at Monnett school for a Parents as Partners Program. I spoke to the Rotary Club on the future of our library. I also had a delightful time reading to 3 classes of kindergarteners at Monnett during Children's Book Week. The Friends of the Library's Festival of Music was held on the library's first anniversary, November 30. It was a resounding success with approximately 216 persons participating or attending the event! You missed an outstanding event!

7. Technical Services: If you have explored our OPAC recently, you will see some of its capabilities. Mary has learned how to put the library's upcoming programs, holiday schedule, etc. on the OPAC bulletin board. She is presently exploring GALAXY's report making capabilities, planning for the next year, and working on the cataloging backlog. Her staff meanwhile is also learning new skills as they continue to discover what can be done with our fantastic automated system.

8. My main project for the month has been to get more of the final revisions completed for our Procedure Manual. I pinch hit at Wheatfield one day and at Rensselaer one morning (during a staff meeting). I spent most of a week training Leanne (several other staff worked with her that week also). I took 4 vacation days and 1 sick day.

To Be Decided

9. Board meeting time: I am recommending that board meetings be returned to the second Monday of the month again, if all Board members are available at that time. This would allow month end reports to cover the entire month. It would

allow for more prompt payment of some bills. It would also relieve the pressure felt by Gail and myself when trying to meet that early deadline.

10. HEALTH INSURANCE: As I have explained before, our ALA Group Insurance policy has become prohibitively expensive for new enrollees. You have data on a number of companies. Of those, the Individual Plan Option offered by United Security Insurance seems to us the best for the money. However, A.M. Best's which rates insurance companies' financial stability and performance gives it a questionable rating. A company not on your list, American Union Life Insurance Co, offers good benefits and has an "A" rating from Best's. They do not offer coverage of routine physical exams and immunizations. However, they cover hospice care, skilled nursing care & home health care, prescription drugs, etc. So that you may compare their costs with United Security Ins., I have listed them below in the same arrangement as on your data sheets:

	Deduct. \$250	Deduct. \$500	Deduct. \$1000	Max Benefit	Out of Pocket	Life Ins.
United	\$105.30	\$93.40	\$74.30	\$1000000	\$1000	\$10000
American Union Life	\$109.34	\$89.78	\$65.11	\$1000000	\$1000	

The Board needs to determine how much per month the Library will pay toward an individual's health insurance, what employees will be covered, and what policy will be available to them. You may find it useful to bring to the meeting the Discussion Summary of the November board meeting which I sent to you recently.

11. ALA Insurance: We presently pay \$550 to belong to our national professional organization. For this we receive a monthly journal and a 10% discount on any ALA promotional material or books we order (spent only \$353 on these materials in 1992). Our staff is also eligible to purchase ALA group health insurance (which has ceased to be an attractive benefit). ALA is the spokesperson for U.S. libraries and provides national publicity about libraries which benefits us all. We have very seldom attended ALA conferences due to expense.

It has been suggested that we save money by dropping our membership. I would like you to make this decision. The three persons presently having ALA insurance could have their insurance cancelled if it were discovered that they no longer work for an library that is an ALA member. However, if we change carriers, the new policy will be better for at least 2 of those persons. I have had ALA life insurance for years--a policy opened while I was a personal member of ALA. They have never questioned me about my place of employment or my present membership in ALA (I am not a member).

12. Employee/treasurer bonds: According to law, our treasurer must be individually bonded on a bond payable to the State of Indiana and recorded in the courthouse. "It is recommended that employees of the library who handle money should also be bonded."

Our new building insurance policy includes a \$25,000 blanket faithful performance bond on all employees. In past years we have had a \$25,000 bond on Gail and myself, \$20,000 bond on treasurer and assistant treasurer, and an \$8,000 position bond covering other staff handling money. I recommend that we have 2 separate \$20,000 policies for the treasurer and assistant treasurer, and include all other persons on the blanket faithful performance bond. We save about \$53 by doing this--and have coverage on all staff. The bond will not be payable to state of Indiana and will not be recorded.

13. These are the major items to be decided at the Board meeting. The agenda looks long; however, most other items will not involve much discussion.

14. I will be taking vacation days on December 9, 10, 21, 22, 27, 28. I have one more day to schedule but am not yet sure which day it will be.

15. Bob Souza's term of office expires this month. I have written to the County Council, as has he, asking that he be reappointed. They will make the decision at their December meeting.



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Director's Report December 1993

1. **Programs:** We usually plan little in December since we operate with decreased staff around the holidays and the public is too busy for library programs. However, the Friends of the Library with the help of the staff did produce the very successful Festival of Music at the Rensselaer Library. We also had craft programs at all libraries and the annual Brown Bag Christmas play reading at DeMotte. DeMotte offered a unique History of Santa Claus program which was unattended, probably because it had to be scheduled the week of Christmas. DeMotte and Rensselaer story hours continued into December. Kathleen visited classrooms for story times, a booktalk, and a talk on early American Christmases. Leanne York gave 3 booktalks to school classes. She and Charlotte also gave a DeMotte area Rotary Club program on library resources for business persons.

2. In December, the Wheatfield Friends of the Library collected children's books in drop boxes at the DeMotte and Wheatfield Libraries. These were wrapped and sorted for distribution to children whose names were on the area Miracle Trees. The DeMotte Library was used as the distribution point for the Junior Women's Club's Miracle Tree Project. Families receiving Christmas gifts from Miracle Tree donors picked up their presents from the Storytime Room at the library.

I was on vacation most of the last two weeks of the month.

3. Gail and I had new computers installed in December. Gail's computer (pre 386SX) did not have the capacity for the updated financial accounting software. Her printer also gave out early in December. The staff had asked for a second Apple computer for the workroom since they presently must line up to use the one we have. We decided to give them mine and purchase a new IBM compatible for me. Gail and I are networked so that I will be able to access (and learn) the financial accounting program.

4. **Building concerns:** DeMotte had a heating problem which caused the Library to close early on December 30. The problem has since been resolved. DeMotte also had a phone line problem causing their automated system to malfunction. That problem also has now been corrected. In the process we learned more about

how the interlibrary data lines are configured and how to work effectively with our phone service vendor. Leanne York has ordered one security light to be installed by NIPSCO. This will not light the stairway, however. She's investigating another solution for that problem. We thought the DeMotte partition wall problem was solved on December 13 as promised. However, it was not and our contractor has been contacted. I will consult with our attorney if I do not hear back from Dan Nystrand in the next day or two.

5. Staff changes: We will be hiring Pamela Kyle as a page at Rensselaer to replace a person who left in September. We are also advertising for a Rensselaer janitor after Tonjua Gray decided not to continue cleaning for us. She is paid by the hour, but has never before been required to turn in a time sheet. We decided to change that practice this year. She did not wish to keep a time sheet and preferred that we find someone else to do this job. We have an experienced janitor, Cathy Oxley of Morocco, filling in for us until we have hired a new person. We are presently interviewing for the Wheatfield library assistant position previously held by Cindy Musch.

6. Health insurance is the most important issue to discuss at Board Meeting. We have carefully studied the two policies which seem best:

	Deductible \$250 80/20	Deductible \$500 80/20	Deductible \$1000 80/20	Maximum Benefit	Out of Pocket	Life Insurance
Blue Cross/Blue Shield (Farm Bureau Ins. Co) Also offers PPO 90/10 co-insurance; no outpatient therapy	\$111.49	\$99.49	\$95.17	\$2,000,000	\$1,000	\$15,000
Amer. Union Life (M & W Insurance)	\$114.81	\$94.27	\$68.37	\$1,000,000	\$1,000	none included

These figures represent the cost for a 36 yr. old, non-smoking female. We asked all companies to give quotes on the same imaginary "person" in order to compare apples and apples.

Both companies have an "A" (excellent) rating by A.M. Best. Both offer the same coverage, except that Blue Cross offers a 90/10 Preferred Provider Option for those attended by physicians approved for this option. Blue Cross's maximum benefit is twice that of American Union Life and offers life insurance coverage at no additional cost. However, those willing to accept a \$500 or \$1000 deductible will realize a savings if under the American Union Life policy.

After deciding which company to accept as JCPL employees' carrier, the Board will need to decide the monthly amount the library will pay toward each participating employee's policy. I have asked that you consider paying \$60 per month for each eligible employee who is accepted for coverage under the policy. Of the 14 area businesses, schools and libraries I polled earlier in the year, all pay more than we do and some also pay for family plan insurance. What I am

suggesting we pay is much less than what is offered by most but is a great improvement over what we currently offer and would help us retain our more qualified staff. Actual monthly rates for eligible staff would range from approximately \$67 to \$162, depending on age. Most (10 employees) are over 36 years old, and only 5 are younger. We have 17 employees eligible for health insurance. Only 10 have expressed a possible interest in applying for the insurance. Thus, the most we would expect to pay would be \$7,200. We have budgeted \$12,000 for health insurance.

7. A board meeting date for the September meeting must be decided so that we can send the complete list of meeting dates to the newspapers.

8. Accounting practices and salary ordinance are formal adoptions of decisions which have been made previously.

9. An automation funding request has come from Mary Martin who would like approval to pay Gaylord (our automation vendor) \$500 for work on our system. They would input item and patron statistical class code data for us. We would like to use some of our remaining construction funds for this work.

10. Approval is needed for Kim Garwood to attend a Career Track workshop at West Lafayette on Self-Esteem and Peak Performance for Women (\$39).

11. New regulations require you to meet as a Board of Finance and elect officers. This Board will not meet again until November when it will designate depositories for the succeeding biennium. In the past, the Library Board's officers have also been elected as officers of the Board of Finance.

12. The year ahead: Some exciting plans are in the works at our libraries. Each is planning a Winter Reading Program. At DeMotte it is for preschoolers, with incentives to encourage parents to read to their children. At Wheatfield, it is for school age children. At Rensselaer it is for entire families and will include bedtime story hours at the library and other family-oriented programs. Pam is planning between 6 and 9 programs for adults at Wheatfield this spring and next fall. Rensselaer will be starting a lunchtime book discussion series scheduled for 3 months in the spring and 3 in the fall. All libraries will extend their Summer Reading Clubs by at least 2 weeks (but not necessarily add two weekly programs). All libraries will have preliminary program planning for the year completed by the end of January. I'm quite excited by the creative ideas I'm hearing from the staff.

See you Monday evening. Please give me a call if you are unable to attend.

Lynn